

DONOR LETTERHEAD

(date)

Director
Personal and Family Readiness Division
Headquarters, U.S. Marine Corps
3280 Russell Road
Quantico, VA 22134-5103

Dear Mr. Downs,

Time, Inc. has provided magazines (Field and Stream, Outdoor Life, Golf, and Popular Science) to the non-profit Armed Forces Foundation and we would like to donate them to Marines overseas to enhance their morale and recognize their valuable contribution to our nation. The approximate value of the donation is \$45,000. It is our intent to ship them to distribution addresses that your office will provide.

I have been in contact with Mr. John Doe and Ms. Susan Jones of your office and will continue to coordinate with them should you accept this donation. If you have any questions, I may be reached at the following: _____

With best regards,

John Q. Donor

**REQUEST THAT DONORS SUBMIT THIS LETTER IOT MEMORIALIZE THE
DONATION TRANSACTION, TO ESTABLISH VALUE, INTENDED USE, ANY
EXPECT COST TO USMC, AND ENSURE THERE ARE NO CONDITIONS
ATTACHED TO THE DONATION THAT WOULD COMPROMISE OUR
ABILITY TO ACCEPT**